

# **Criteria and Instructions 2009 Arizona Wildland Fire Hazardous Fuels Project Grant Program**

**Overview:** Congress has provided increased funding assistance to Arizona through the USDA Forest Service, State and Private Forestry programs. The purpose of this funding is for mitigation of fire risk in Wildland Urban Interface (WUI) areas and protection of Arizona communities through reduction of hazardous fuels.

The funding, approximately \$6.3 million total, will be available on a reimbursement basis and awarded through a competitive process with emphasis on hazard fuel reduction and community protection. Priority will be given to projects identified in Community Wildfire Protection Plans (CWPP) and located adjacent to National Forest land. Grant recipients will be limited to fire departments and fire districts, governments (including state, county, tribal, and local), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.

Projects must be on non-federal lands: state, private, local government, tribal etc.

Awards will be limited to \$500,000 per project and will require a minimum 10% non-federal funding match. (90% grant / 10% match). Projects will need to be fully completed within a maximum of 3 years from award date, and regular reporting of progress will be required.

Qualifying organizations may submit more than one project proposal; however initial awards will be limited to one per organization. Project applications will be accepted through April 10, 2009 and initial grant awards are expected to begin by May 2009. If necessary, an additional round of applications may be solicited later in 2009.

**Goal – Reduce Hazardous Fuels to Protect Arizona Communities:** Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Project proposals should consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments.

Recipients may facilitate and implement mitigating fuel treatments in or adjacent to identified fire prone communities to reduce the threat of wildfire to communities. This can be conducted across jurisdictional boundaries, on adjoining private lands, or within respective communities, including all components necessary to plan and implement the project.

## **Examples of projects that qualify (not all inclusive):**

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space
- Removal of slash including piling and burning; mulching; grinding; etc.
- Prescribed fire

## **Examples of Projects that DO NOT Qualify (not all inclusive):**

- Preparedness and suppression capacity building; such as purchase of fire department equipment.
- Small business start-up funding
- Research and development projects
- Website, GIS, and database projects
- Infrastructure (building remodel, bridges, road maintenance/infrastructure, water development)

### **Minimum Grant Requirements:**

The following criteria must be met for consideration:

- **Application must be complete and submitted on time:**  
Project applications will be accepted through April 10, 2009.
- **Applicant must be a qualifying organization:**  
Applicant organizations are limited to fire departments and fire districts, governments (state, county, tribal, local, etc), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.
- **Grant request may not exceed maximum of \$500,000:**  
Grant funding will be made on a reimbursement basis and will require regular progress reporting by grant recipients. Depending on organization and size of grant award, specific auditing requirements may apply.
- **Project must meet the 90/10 match requirement (10% non-federal matching funds):**  
No more than 90% of the total project budget can be funded by the allocated grant. At least 10% of the total project must be provided by the recipient using a **non-federal source**. Exception: Title III funds under the Secure Rural Schools and Community Self-Determination Act of 2000, PL 106-393 are not considered federal dollars and may be used as match. The matching share can be soft match (which includes training hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.)

### **Additional Grant Considerations:**

The following considerations will serve as major criteria in determining grant awards. Additional guidance is offered within the attached Application Instructions:

- **Project Focus on Fuels Mitigation to Protect Communities at Risk.**
- **CWPP (Community Wildfire Protection Plan) in place which identifies project as a local priority.**
- **Project complements adjacent National Forest fuels mitigation.**
- **Project is within areas prioritized by National Forests (see list below).**
- **Project is well-defined and measurable – specific land and landowners identified.**
- **Project Plan is reasonable – Budget, timeline, goals, etc.**
- **Collaborative planning and implementation is clearly identified.**
- **Sufficient capacity identified – resources, experience, etc.**
- **Project maintenance planned.**

### **Application Submittal:**

The standard application form must be used. This Microsoft Word form should be filled out and submitted electronically to the Arizona State Forestry Division by April 10, 2009. A printed copy should also be mailed and postmarked prior to the deadline of April 10th.

**Postal Address:** ATTENTION: Grants Manager  
2009 Arizona WFHF Project Grant Program  
1110 West Washington, Suite 100  
Phoenix, AZ 85007

**Email Address:** [denisepawlak@azstatefire.org](mailto:denisepawlak@azstatefire.org)

## **Application Instructions:**

- 1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. Applications that have been modified for any reason will be considered ineligible.
- 2) Permitted attachments are limited to:
  - a. Project Map
  - b. CWPP Priority Documentation
- 3) Application guidelines by box number:
  - **Box 1 – Applicant Information:** Basic applicant and organization information. Recipients are limited to fire departments and fire districts, governments (state, county, tribal, local, etc), homeowner associations, and other non-profit (501-c3) organizations. Individuals and for-profit companies do not qualify.
  - **Box 2 – Project Summary:** Answer the specific questions. Check as many boxes as apply to the project. Other guidelines include:
    - Project timeline should extend no more than 3 years from date of award. In general, a project requiring a smaller grant award should have a shorter timeline.
    - Approximate Latitude and Longitude of project area should be included (if known).
    - Land Ownership. Grant funds may only be used for projects on non-federal lands. This could include private, state, local government, tribal lands – or a combination of these eligible lands.
    - Arizona’s official Community-at-Risk list can be found at:  
[http://www.azsf.az.gov/fire\\_managment/communities\\_at\\_risk/](http://www.azsf.az.gov/fire_managment/communities_at_risk/)
    - A list of Arizona FIREWISE USA Communities can be found at:  
[http://www.azsf.az.gov/fire\\_managment/firewise\\_communities/](http://www.azsf.az.gov/fire_managment/firewise_communities/)
    - Target costs for fuel treatments range from \$400 to \$1200 per acre - depending on location, fuel type, treatment method, and other factors. Proposals should fully justify dollars per acre costs, especially if they fall at the high end of this range or beyond. Use box 3 and box 8 to explain costs in more detail.
    - Information and Education components are optional. If included as part of the proposed project, they should be secondary to on-the-ground fuels treatment. Details of an education component can be outlined in more detail in box 8.
  - **Box 3 – Project Overview and Area Description:** Provide a brief overview of the project and description of the project area. Projects may include work in more than one area, but descriptions should be as specific as possible for each area. The project overview should be used to describe vegetation types, point out hazards, and clearly show the need for work in this area. A map of the proposed project area will help grant reviewers understand the specific project location and the relationship to communities, various land ownerships, adjacent fuels projects, etc. and maps may be attached to the grant application.

- **Box 4 – Capacity:** Describe the applicant and partner capacity to achieve the proposed project. Information about completed fuel treatment projects or completed grant projects will be useful. If the organization has other outstanding grant awards or other incomplete projects, please explain how the applicant will achieve the additional proposed work.
  
- **Box 5 – Total Project Budget:** Provide a budget for the entire project (grant request plus non-federal match) broken down by expense type. The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check that all numbers add up correctly. See description of hard vs. soft match.
  
- **Box 6 – Match Breakdown:** Provide a breakdown of the Match portion of the budget broken down by contributor and hard vs. soft match. The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check that all numbers add up correctly. See description of hard vs. soft match.
  
- **Box 7 – Project Collaboration:** Provide information about collaborative planning and implementation if applicable.
  - Describe the relationship between this project and any adjacent National Forest Land or projects. If the proposed project is intended to complement a specific project on Forest Service or other land, provide information about the other project and status. (Projects which are adjacent to National Forest land or coordinated with adjacent National Forest projects, either planned or completed, will be prioritized.)
  - If you are coordinating the planning or implementation of the proposed project with National Forest personnel, please provide the name of your primary Forest Service contact.
  - Provide additional information about collaboration with federal, state, local, tribal, or other partners. If partners will participate in implementation of the project, describe each partner's role. Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc.
  
- **Box 8 – Scope of Work:**
  - The scope of work should explain exactly how the grant dollars will be spent on this project. Unlike the overview, this will provide the specific details of the project. Remember to be concise. Say exactly what will be done with grant funds. Use this block to explain any additional budget detail.
 

*An example of a scope of work is: A 300 foot wide fuel break 20 miles long will be created around the perimeter of Firesafe Village. A brush masticator will be used where possible and hand crews from the Firesafe Contracting service will complete the work in other areas. Approximately 125 individual lots will be treated using hand crews, creating adequate defensible space around the homes...*
  - If applicable, provide details of any Information & Education component to the proposed project.

- **Box 9 – Project Timeline:** Provide a timeline for the entire project. The project timeline should include such things as: begin/end dates, milestones, quarterly accomplishments, etc. If a grant is awarded, quarterly and annual progress reports will be required.
  
- **Box 10 – Community Wildfire Protection Plan (CWPP):** Provide information about any applicable Community Wildfire Protection Plans which include the project or project area. If the proposed project has been identified as a priority within the CWPP document, please explain.
  - A reference to any relevant portions of the CWPP which illustrate the project prioritization will help grant reviewers understand the intent of the CWPP. (Relevant pages of the CWPP may be attached to the grant application).
  - If a CWPP is in development, but not yet 100% complete, explain the progress made to date and the realistic expectations for completion.
  
- **Box 11 – Project Longevity / Maintenance:** Clearly explain the who, what, when, where and why of how this project will remain effective over time. Include all applicable timeframes, milestones and measurables.
  - *Some examples of clearly defined planned maintenance would be* –delegating a portion of homeowners' dues to maintain fuel breaks on an annual basis; project sites will be maintained by landowners per signed cost share agreements. Include as many specifics as possible.

## **Additional Information:**

**CWPP Planning:** Priority will be given to those activities that tie back to an established community fire plan. Community Wildfire Protection Plans (CWPP's) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders, 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at

<http://www.safnet.org/policyandpress/cwpphandbook.pdf>

**Arizona's Official Community-at-Risk list can be found at:**

[http://www.azsf.az.gov/fire\\_management/communities\\_at\\_risk/](http://www.azsf.az.gov/fire_management/communities_at_risk/)

**National Forest Priorities:** To be most effective on a large scale, fuel treatments should complement, and be coordinated with, adjacent treatment work on neighboring lands – regardless of ownership. All organizations are urged to communicate with adjacent landowners and collaborate on project goals, planning, and implementation wherever possible – whether through CWPP organizations, other community groups, or directly. Arizona National Forests have identified specific areas of adjacent non-federal lands which they consider to be a priority for protection of Arizona communities:

- **Apache-Sitgreaves National Forest:** - Areas adjacent to Apache-Sitgreaves National Forest land with specific interest in projects in southern Apache County which help protect the communities of Springerville, Nutrioso, Vernon, and Greer.
- **Coconino National Forest:** Areas within the Greater Flagstaff CWPP. Specific priorities include areas to the southwest of Flagstaff protecting Kachina, Mountaineer, Munds Park, and Oak Creek; and areas protecting the east side of Flagstaff and the communities of Doney Park, Timberline and Cosnino.
- **Coronado National Forest:** – Areas adjacent to the Coronado National Forest with specific interest in projects protecting the communities of Oracle, Portal, Arivaca, Sonoita, Patagonia, Palominas, Golder Ranch/Catalina, Rincon Valley (Vail), Mescal, Corona De Tucson, Fry Fire District, Sunsites (Eastern Cochise Stronghold), Summerhaven, and Nature Conservancy Preserves in Ramsey, Sonoita & Patagonia.
- **Kaibab National Forest:** Priority areas within the Williams Area CWPP.
- **Prescott National Forest:** Areas within the Yavapai CWPP which are less than one mile from Prescott National Forest land.
- **Tonto National Forest:** Areas within the Payson and Pleasant Valley Ranger Districts with predominately Ponderosa Pine and Pinyon-Juniper forest types.